

# CITY OF GRAVETTE CIVIC CENTER RENTAL AGREEMENT

Date: \_\_\_\_\_

Event Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Signature of Renter: \_\_\_\_\_

Date Cancelled: \_\_\_\_\_

Signature for Return of Security Deposit: \_\_\_\_\_

## Office Use Only

Rental Fee: _____	Security Deposit: _____
Cash _____ CK _____ CC _____ RT# _____	Cash _____ CK _____ CC _____
Taken by _____	Security Deposit Returned _____

*\$50 refundable*

## FACILITY RENTAL POLICY

Facilities within the Gravette Civic Center may be used by non-profit organizations or groups for social, nonreligious activities. Private individuals or business groups desiring to use the facilities for monetary gain will be assessed a rental fee.

## RULES FOR USE OF GRAVETTE CIVIC CENTER

- Application should be filed out at least one week in advance of the time the use of the facility is desired. Permits issued to **ADULTS ONLY** and will not be approved or renewed by phone.
- Rental fee and Security deposit must be paid upon receipt of permit.
- Reservations may only be made after January 1 for the current year.
- Kitchen and all rooms used must always be left clean and orderly and trash taken out.
- It is the joint responsibility of every group using the facilities to see that all lights are switched off, heat/air is turned to 68 degrees in winter and 78 degrees in summer, windows and doors are locked.
- NO groups will be permitted admittance to the building before the time set forth on the application.
- Any group which abuses the privilege of using the building or equipment will be deprived of future use.
- If a group is unable to use the facilities on the date reserved, the applicant may select another date or request cancellation. Cancellations made less than 24 hours before use will forfeit the security deposit.
- Under NO circumstances will chairs, tables, or other equipment be removed from the premises.
- Under NO circumstances will any group make any structural or electrical alterations in the building except by written permission by the Mayor of Gravette.
- If decorations are contemplated for programs, the Parks and Recreation Dept. and /or the Boy & Girls Club must be notified. The use of mails, tacks, staples, adhesive or scotch tape must be approved.
- Because of lack of storage, the Parks and Recreation Dept. and / or Boys and Girls Club will not permit storage of any kind of equipment or materials in the building.
- Breakage or damage of equipment and/or furniture must be paid for at a cost determined by the Parks and Recreation Dept. and/or Boys and Girls Club.
- NO intoxicants, narcotics, or alcoholic beverage, or person under the influence of same shall be permitted on the premises or in the Civic Center Park/ Boys & Girls Club: neither shall profane language, gambling, quarreling or fighting will not be tolerated.
- All Functions shall be expected to close no later than 12:00 midnight. Allowances may be made in unusual circumstances.
- At all assemblies of young people, there must be at least one adult for every 20 minors.
- The Parks and Recreation Dept. and/or Boys and Girls Club are not responsible for accidents, injuries, or loss of property in the Gravette Center or in the Civic Center Park.